



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
[macombcountymi.gov/boardofcommissioners](http://macombcountymi.gov/boardofcommissioners)

## AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

TUESDAY, JULY 8, 2008

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Statistical Summary of Ad Hoc Actions Re: Vacant Personnel Openings (mailed)
6. Evaluation and Recommendation to Personnel Committee Regarding Determination of Each Vacant Personnel Opening (mailed)
7. New Business
8. Public Participation
9. Adjournment

**MEMBERS:** Duzyj-Chair, Switalski, Doherty, J. Flynn, Rocca and Crouchman (ex-officio)

### MACOMB COUNTY BOARD OF COMMISSIONERS

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## **STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS**

**AD HOC OF MARCH 5, 2008**

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
	TOTAL	9	8	1

**AD HOC OF APRIL 3, 2008**

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
	TOTAL	14	13	1

# AD HOC OF MAY 1, 2008 (Waived to 05-12-08 Personnel Committee)

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Administrative Assistant III	Community Mental Health	1	1	
Case Manager II	Community Mental Health	1	1	
Registered Nurse	Community Mental Health	1	1	
Account Clerk I/II	Health	1	1	
Coordinator of Security	Juvenile Justice Center	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
Computer Maintenance Clerk	Sheriff	1	1	
Typist Clerk I/II	Veterans Services	1	1	
Counselor II	Veterans Services	1	1	
TOTAL		9	8	1

# AD HOC OF JUNE 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Dietitian	Health	1	1	
Public Health Nurse II	Health	1	1	
Account Clerk III	Martha T. Berry	1	1	
Administrative Secretary	Martha T. Berry	1	1	
Computer Maintenance Clerk	Prosecuting Attorney	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
TOTAL		6	5	1

\* 20 Week Hiring Waiver

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Evaluate and recommend to the Personnel Committee regarding  
\_\_\_\_\_ the determination of each vacant personnel opening, either to reconfirm  
\_\_\_\_\_ or to eliminate the position  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chair  
\_\_\_\_\_ Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

**CLASSIFICATION**

**DEPARTMENT**

**One Data Maintenance Supervisor** (Pamela Conger)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 04-01-08

Friend of the Court

**One Typist Clerk III** (Mary Koch)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 06-06-08

Health

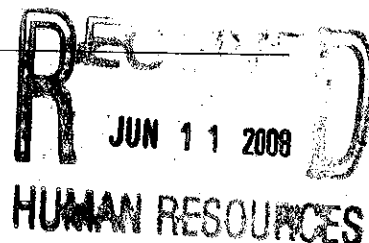
**One Safety Specialist** (Lori Hodorek)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 06-05-08

Risk Management

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate  
Reconfirmation of Personnel  
Openings 07-08-08

**The Circuit Court**  
For  
The Sixteenth Judicial Circuit of Michigan



**Circuit Judges**

RICHARD L. CARETTI, Chief Judge  
ANTONIO P. VIVIANO, Chief Judge, Pro Tempore  
JOHN C. FOSTER, Presiding, Family  
PETER J. MACERONI  
MARY A. CHRZANOWSKI  
JAMES M. BIERNAT, SR.  
MARK S. SWITALSKI  
EDWARD A. SERVITTO, JR.  
MATTHEW S. SWITALSKI  
DIANE M. DRUZINSKI  
TRACEY A. YOKICH  
DAVID F. VIVIANO



June 10, 2008

LYNN M. DAVIDSON  
Friend of the Court

DAVID T. ELIAS  
Family Court Counsel/ Referee

THOMAS F. BLOHM  
Enforcement Division Director

LYNDA L. GRILLO  
Clerical Services Supervisor

Mr. Eric A. Herppich, Acting Director  
Human Resources Department  
10 North Main Street  
Mt. Clemens, MI 48043

Re: Data Maintenance Supervisor Vacancy

Dear Mr. Herppich:

Enclosed please find the Position Analysis Questionnaire for Pamela Conger. Ms. Conger applied for and was awarded a medical retirement from the County of Macomb and was the supervisor of the Data Maintenance Department within the Friend of the Court Office on April 1, 2008. As this position has a direct relation to child support, the total cost of the position plus fringe benefits will be reimbursed to the County of Macomb at the rate of 66%.

Please take the appropriate steps to have this presented to the next Ad Hoc Committee in the process to seek confirmation of the position.

I am requesting you notify me of the Ad Hoc Committee meeting date in order that I may attend and address any questions that the committee may have regarding the confirmation and filling of this position.

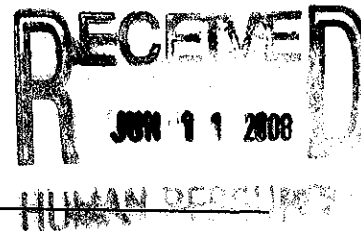
Very truly yours,

LYNN M. DAVIDSON  
FRIEND OF THE COURT

LMD/njb

cc: Karlyn R. Semlow, Human Resources Coordinator  
Lisa N. Weber, Human Resources Coordinator

**Macomb County  
Position Analysis Questionnaire**



**Employee Name:** Pamela K. Conger

**Classification Title and Department:** Data Maintenance Supervisor / Friend of the Court

**Division/Program Assignment:** Data Maintenance Department

**Describe how this position is funded:** 66 %          %          %  
County Grant Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The purpose of this classification is to monitor and provide work direction as well as supervise nine Data Maintenance Clerks. This section of the Friend of the Court Office is responsible for implementing all court orders into the Michigan Child Support Enforcement System (MiCSES). MiCSES is the computer system that is mandated by the federal and state government in which the Friends of the Court must operate within.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Attached is a current organizational chart. The mission and role of the Data Maintenance Department is to make sure that all accounts within the Friend of the Court Office are kept current based on court orders, policy, adjustments, as well as payments that must flow through the MiCSES computer system. Any data that is entered into a specific file must be converted into computer language and placed into the computer system.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Clerical Services Supervisor	1
Same Classification Within Department or Program	None	1
Other Classifications Reporting to this Immediate Supervisor	Dictation Clerk Data Maintenance Clerk Account Clerk Senior Cashier II Recorder Secretary Court Services Supervisor Typist Clerk Senior Typist Clerk Data Entry Clerk Temporary Clerical	21 9 9 1 9 1 7 12 8 0

Classifications Directly Supervised by this Classification (if applicable)	Data Maintenance Clerk	9
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*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Account Clerk Senior. The Data Maintenance Supervisor provides work direction to the Accounting section of the Friend of the Court Office. There are five employees in that section and they seek the direction of the Data Maintenance Supervisor in complex orders when interpreting charges in preparation of account breakdowns. The Accounting section also seeks work direction from the Data Maintenance Supervisor in interpreting policies set by the State of Michigan in the Michigan Child Support Enforcement computer system (MiCSES), in which the Friend of the Court Office must function.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The person in this position must be able to interpret orders as well as act as a liaison between the State of Michigan and the Friend of the Court for the entry of all data into the computer system. This person must be able to interpret policy and directives from the State of Michigan and work reports that are necessary for cleanup and the enhancement of the computer system that the office works in. This person is responsible for statistical reports as well as reports to the Friend of the Court, the State Court Administrator's Office and the State of Michigan in relation to the MiCSES computer system.

### **Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Supervises and ensures appropriate data maintenance for the Friend of the Court Office	30%	daily	Yes, as part of the Friend of the Court child support function.
2	Supervises, trains, assigns and monitors the work of assigned staff	30%	daily	Yes, as part of the Friend of the Court child support function.
3	Stays apprised of the changing Friend of the Court and State MiCSES system regulations and procedures as it relates to data maintenance	20%	daily	Yes, as part of the Friend of the Court child support function.

4	Provides work direction to Account Clerk Seniors in Accounting section of the Friend of the Court Office	15%	weekly	Yes, as part of the Friend of the Court child support function.
5	Attends statewide meetings regarding the MiCSES program	10%	monthly	Yes, as part of the Friend of the Court child support function.
6	Queries the MiCSES program regarding the Friend of the Court database as to all dockets requiring child support changes, adjustments, case closure	15%	monthly	Yes, as part of the Friend of the Court child support function.
7	Interprets, calculates, processes, manipulates, enters, retrieves and stores data information on our computer system	20%	daily	Yes, as part of the Friend of the Court child support function.

### **Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

In 2005, the Data Maintenance Department entered 1,998 modified orders prepared by the Friend of the Court Office. This Department added 3,582 new files, fulfilled 3,039 files and dismissed 515 files. Macomb County Friend of the Court in 2005 had a total of 41,086 open cases. In 2006, the Data Maintenance Department entered 3,746 modified orders prepared by the Friend of the Court Office. This Department added 3,606 new files, fulfilled 2,654 files and dismissed 387 files. Macomb County Friend of the Court in 2006 had a total of 41,585 open cases. In 2007, the Data Maintenance Department entered 4,138 modified orders prepared by the Friend of the Court Office. This Department added 3,389 new files, fulfilled 2,780 files and dismissed 307 files. Macomb County Friend of the Court in 2007 had a total of 49,554 open cases. It is the responsibility of the Data Maintenance Department to enter data on all cases requiring adjustments of any type.

### **Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The decisions that the supervisor of the Data Maintenance Department makes would involve the proper training of the nine Data Maintenance Clerks that fall under this person's supervision. To make evaluative and instructive decisions as it relates to the State of Michigan and the MiCSES computer system, and mandated Friend of the Court functions. This person is responsible for ensuring both the Friend of the Court requirements are met as well as working smoothly within the State's system. This person also provides work direction to the Account Clerk Seniors that work within the Accounting section of the Friend of the Court Office as it relates to the MiCSES computer system.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
The inability of a central person to coordinate between the State computer system and the Friend of the Court functions that are mandated by law, to review reports requested and prepared on Friend of the Court files	Files would have incorrect information or would not function properly within the Friend of the Court system; would not meet the Federal requirements for criteria selected that guarantee federal incentives being sent to the State of Michigan and then to Macomb County.
There would be no one to monitor, request and supervise nine Data Maintenance Clerks that input information into the computer system.	Longer periods of time to have data input on new concepts that must be determined and a policy developed for proper implementation.
Overall inefficiency in the entire Data Maintenance Department.	Loss of incentives or reduction in incentive money.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Department of Human Services, Office of Child Support	Face-to-face, telephonic and by computer, to exchange and obtain information and problem solving	daily
Director, Friend of the Court Office	To provide updated information regarding the MiCSES computer system and how it affects Friend of the Court functions and Federally mandated requirements.	weekly
Various Staff, Friend of the Court Office	Interaction with various Friend of the Court staff as it relates to the input of data into the computer system and the resulting information provided after reports are run as to the Friend of the Court active cases and data inputted into the computer.	daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

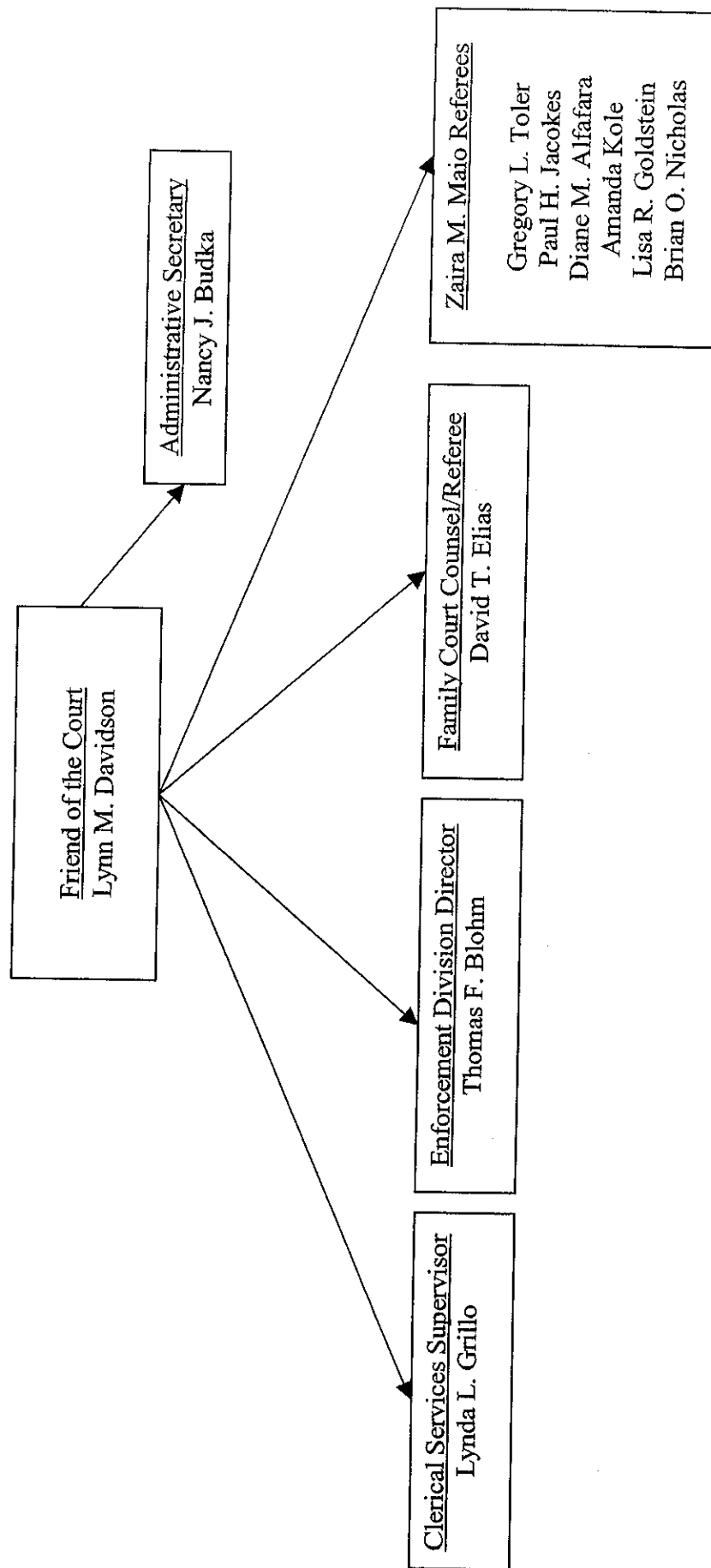
This person acts as a resource regarding case information, data and/or statistics for the Director of the Friend of the Court Office, the Enforcement Division Director and the Clerical Services Supervisor. This person also provides this information to staff members required to work within the system and the data that is inputted into the MiCSES system. This person attends and participates in meetings and training programs as it relates to data and the input of data into the MiCSES system. The person that obtains this job must have a thorough knowledge of Friend of the

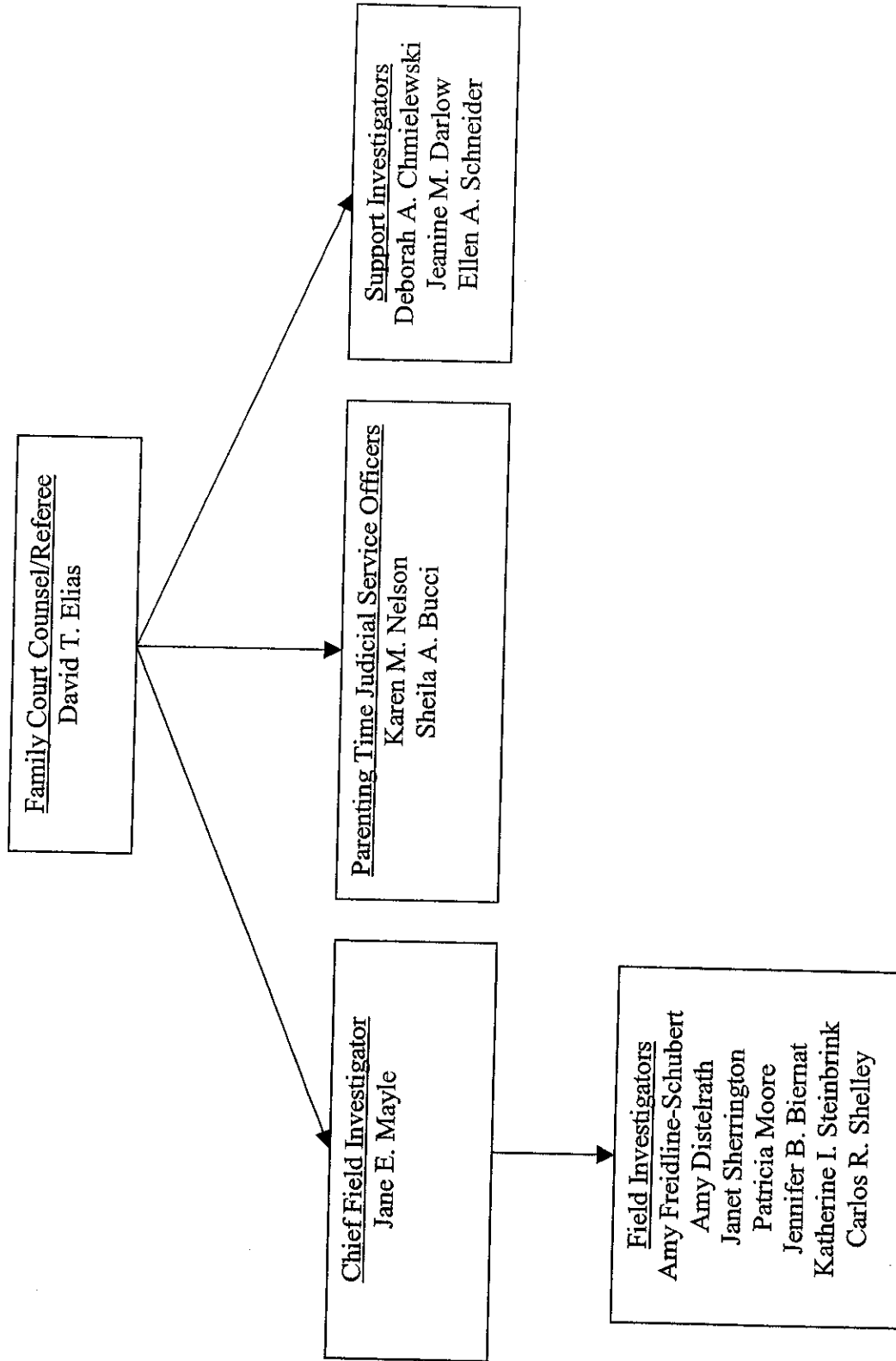
Court policies and procedures as well as thoroughly versed in the MiCSES computer system and the ability to generate and read reports generated out of the MiCSES system so that the data inputted into the system is accurate and provides the State and Macomb County with correct information. This person must be able to establish and maintain effective working relationships within the Friend of the Court Office, the Court and outside agencies as it relates to the data placed into the Friend of the Court computer system.

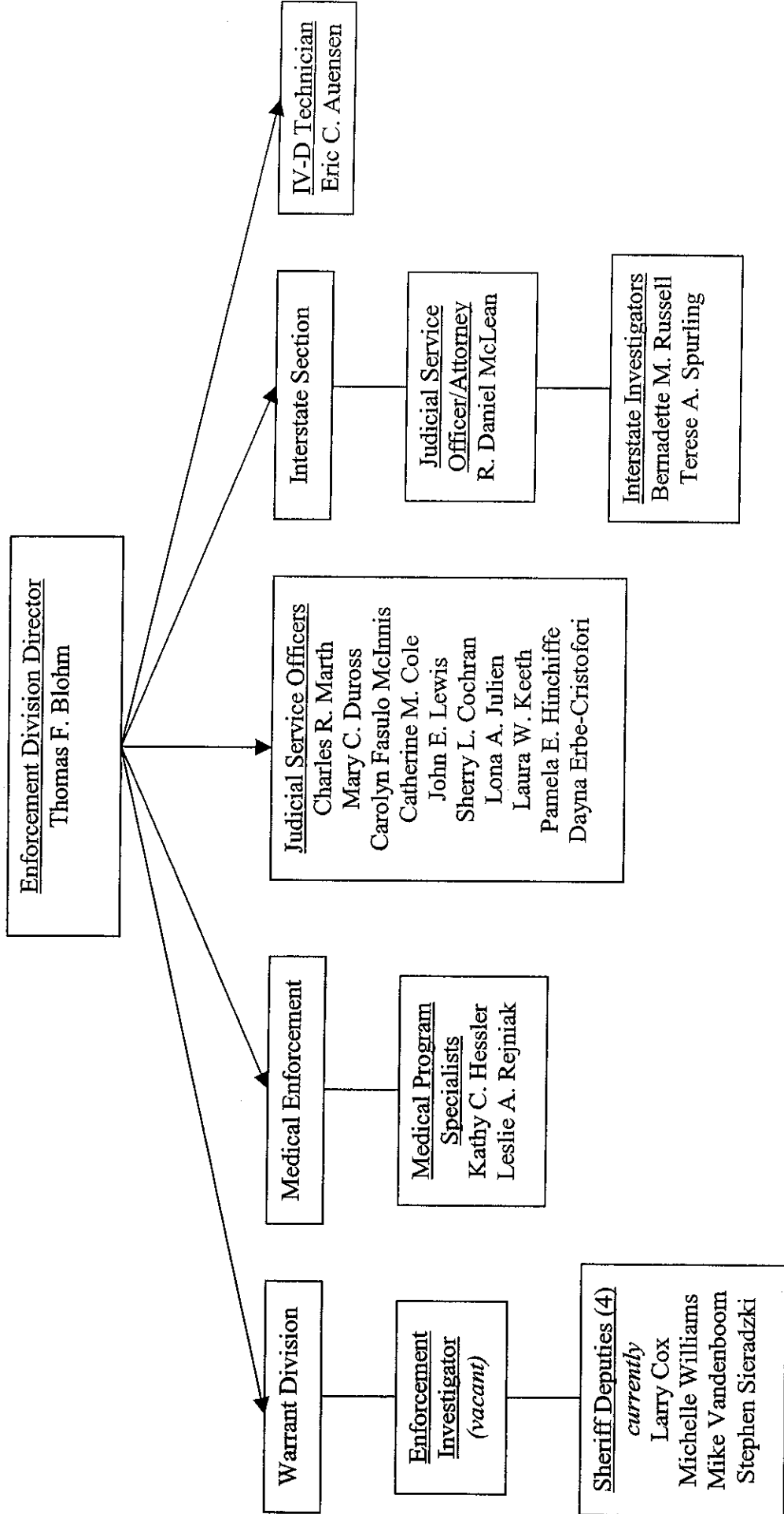
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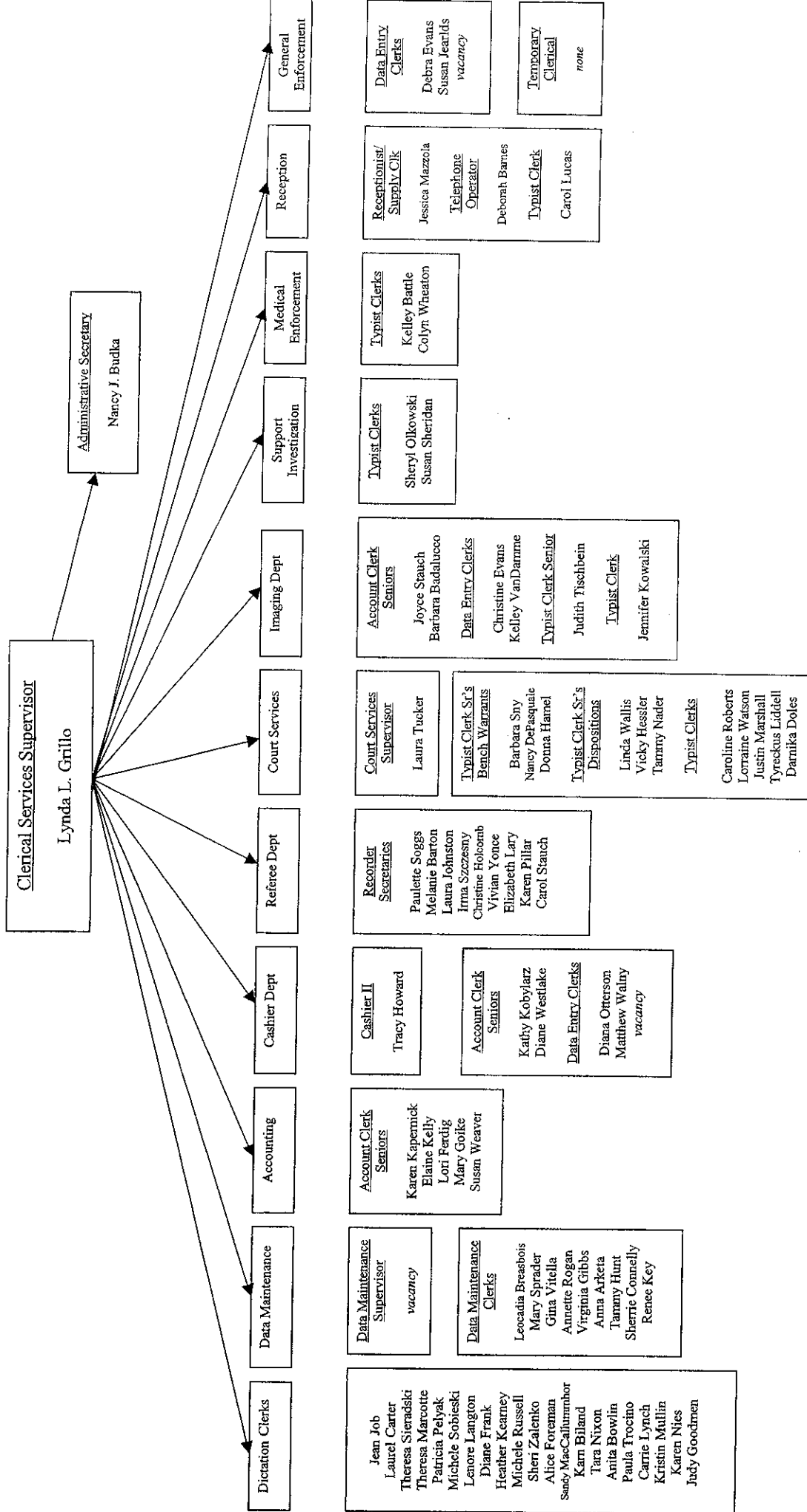
Revised 3/10/08

# FRIEND OF THE COURT ORGANIZATIONAL CHART











HEALTH DEPARTMENT  
Mount Clemens Health Center

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
586-469-5235 FAX 586-469-5885  
macombcountymi.gov/publichealth


RECEIVED  
JUN - 4 2008  
HUMAN RESOURCES

Thomas J. Kalkofen  
Director/Health Officer

Kevin P. Lokar, M.D.  
Medical Director

June 2, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR  
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH  
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING  
TYPIST CLERK III POSITION  
ENVIRONMENTAL HEALTH SERVICES

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the retirement of Mary Koch on June 6, 2008

The employee in this classification, under limited supervision of an assigned supervisor, performs varied and difficult clerical tasks that require independent action; may perform the following tasks: types letters, reports, forms and other correspondence; maintains complex clerical records; files records and reports; answers the telephone and helps clientele with licensing requirements in accordance with county and state policies.

In order to maintain quality of service, program continuity and to maintain records and assist families in Macomb County with concerns in the Environmental Health Services Program, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: G. White  
S. LaBelle  
M. Green

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Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

RECEIVED  
JUN - 4 2008  
HUMAN RIGHTS

**Describe how this position is funded:**

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Employees in this classification, under the supervision of an assigned Associate Director, performs support activities for Division staff which includes typing outgoing correspondence; process food service licenses, maintains Division files; maintains individual program databases; answers incoming division phone calls; communicates with state agencies to process licensing paperwork and order state generated forms, In addition, employees in this classification assist the public at the counter by answering general questions, providing help in filling out forms, and processing service fee payments.

This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Associate Director	2
Same Classification Within Department or Program	Typist Clerk III <b>Note: All Clerk positions cover 2 offices</b>	4
Other Classifications Reporting to this Immediate Supervisor	Supervisor Typist Clerk I Account Clerk I/II Account Clerk IV	2 2 1 1
Classifications Directly Supervised by this Classification (if applicable)	N/A	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

A typical problem that staff working within this classification will encounter is directing a new food establishment owner through the plan review and inspection process by providing information on actions the owner must take, assisting in filling out the proper forms, and directing them to other applicable agencies and division staff when necessary.

An example of a complex problem is gathering the necessary initial information needed by the division on foodborne illness complaints and referring the complaint to appropriate division staff or other applicable agencies within the response time mandated by the state.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Typing division correspondence	30	Daily	NA
2	Answering incoming division phone calls	10	Daily	NA
3	Assisting clients at counter	20	Daily	NA
4	Maintaining individual program database information and filing	40	Daily	NA
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Receive and process license applications and maintain database records for approximately 1,100 food service establishments each year.

Type, on average, 160 food service plan review correspondence letters each year.

Receive and record approximately 150 food service complaints each year.

Process inspection reports and maintain database records for approximately 130 public swimming pools each year.

Record and track weekly pool water testing results (approximately 2,800 results per year).

Assist approximately 20 clients per day via incoming phone calls and at the service counter.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Provide general information on division services and processes in response to client inquiries.

Determine when a specific client need should be referred over to a technical staff person and who specifically it should be referred to.

**Scope Information:**

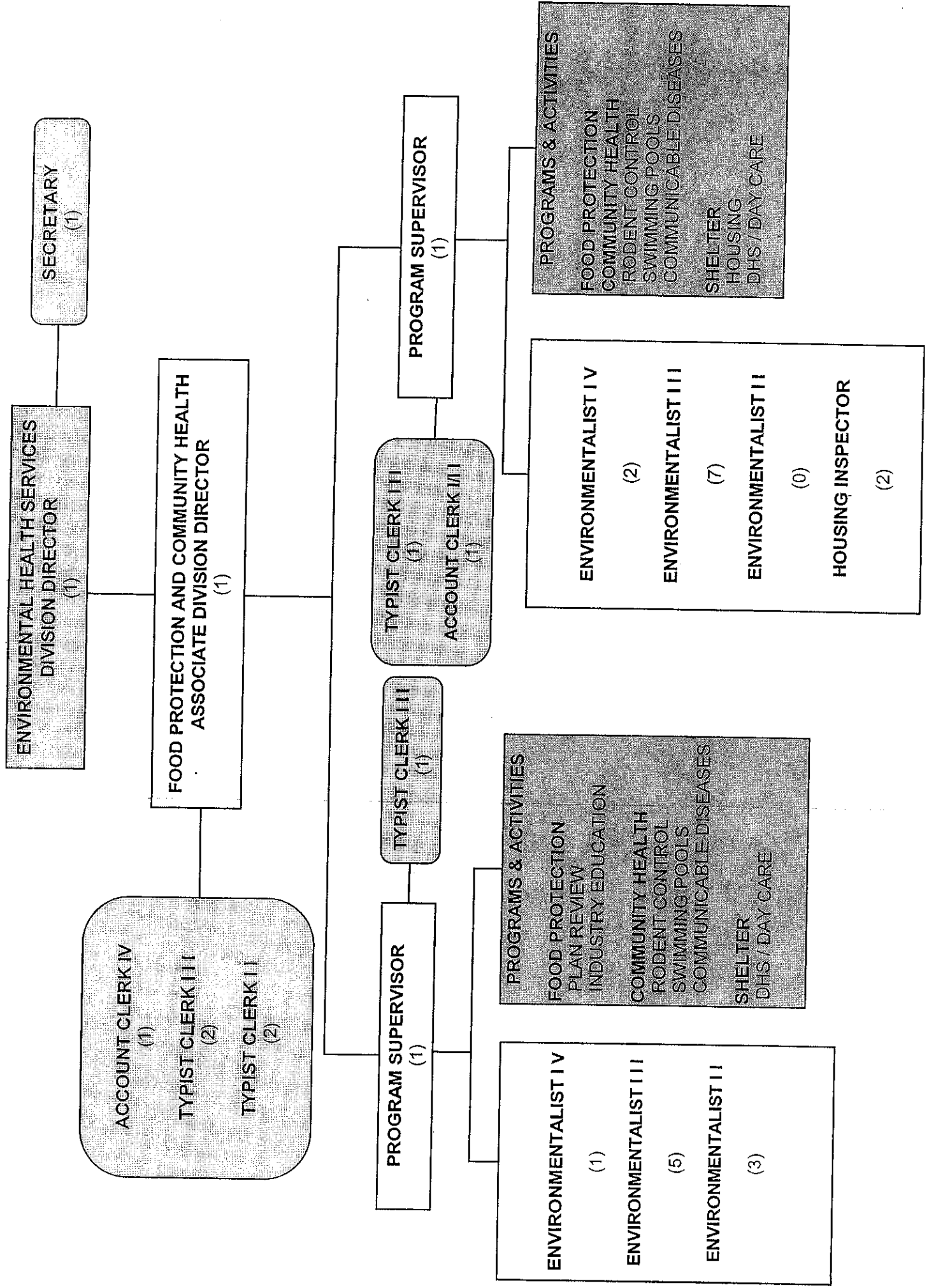
*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Customer service	Decrease the division's ability to promptly assist county residents and businesses in response to service and information requests by: -delaying the turn-around time of receiving and processing food service license fees and applications. -delay typing and mailing food service plan review correspondence and approval letters. -delay processing swimming pool opening inspection requests and fees. -increase customer wait time at service counter and incoming phone calls.
Department staff support	Increase all clerical staff workload and decrease office efficiency in processing data and paperwork for state mandated services.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

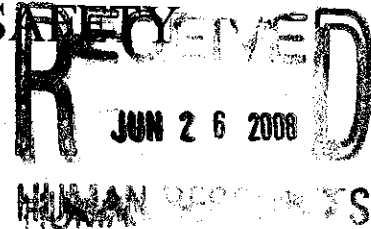
<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Macomb County residents	Process applications, permits, correspondence. Assistance in answering questions and directing to proper person/agency	daily
Macomb County businesses	Process permits, approval letters and general correspondence	daily
Environmental Health Staff	Provides staff support services such as receiving service fees, processing applications and permits, answering phone calls, filing, and typing departmental correspondence.	daily





# RISK MANAGEMENT & SAFETY

1 S. Main St., 8th Floor  
Mount Clemens, Michigan 48043  
586-469-6349 FAX 586-469-7902



John P. Anderson, Esq.  
Director

## MEMORANDUM

TO: Eric Herppich, Acting Director  
Human Resources

FROM: John P. Anderson, Esq.  
Director, Risk Management & Safety

DATE: June 25, 2008

SUBJECT: **Request to Reconfirm Vacant Budgeted Position  
Safety Specialist and to Waive 20-Week Waiting Period**

Please place Risk Management's request to reconfirm the position of Safety Specialist and to waive the 20-week waiting period on the Agenda of the July 8, 2008 Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings meeting. A complete Position Analysis Questionnaire is attached which details the importance of this position to our County and the immediate need for reconfirmation.

Safety Specialist, Lori Hodorek resigned effective June 5, 2008. I am asking for a waiver of the 20-week waiting period because the County is **required** by MIOSHA and Michigan Bureau of Workers' Compensation to immediately respond to employee related accidents, safety investigations and to provide various required employee training. The Safety Specialist also coordinates required inspections with the respective local fire departments. The County could be heavily fined if we are non-compliant with the above mandates.

In addition to State and Federal mandates the Safety Specialist position is responsible for a myriad of other duties which have become an integral part of an overall safety program. Every department relies on the Safety Specialist to respond to everything from ergonomic studies to mold abatement. (See attached questionnaire).

I urge this Committee to reconfirm the Safety Specialist position and waive the 20-week waiting period for filling this position.

JA/ml

Enclosure

## MACOMB COUNTY BOARD OF COMMISSIONERS

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Paul Gielegghem - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

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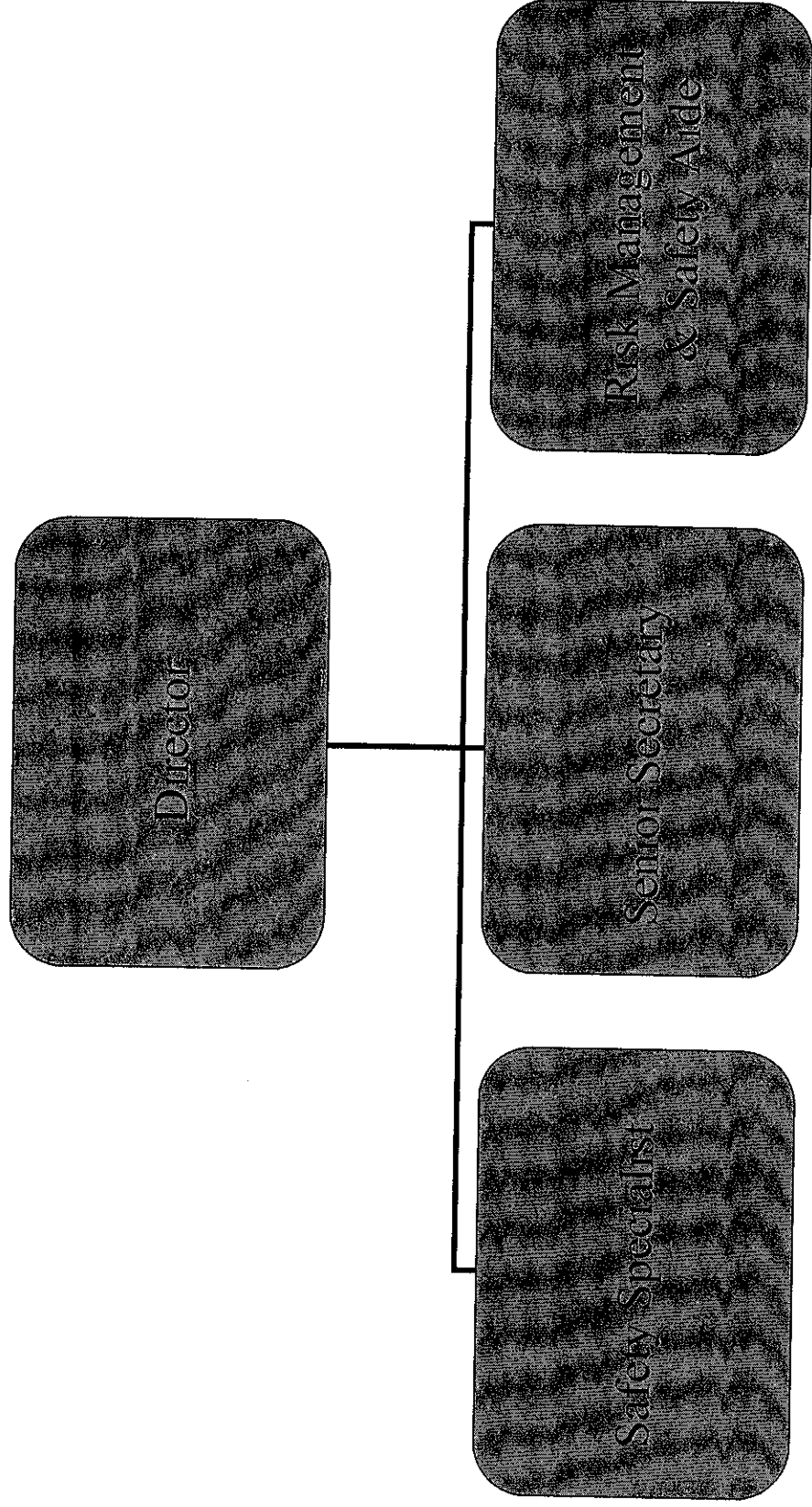
**Describe how this position is funded:**

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

The employee in this classification, under the direction of the Director of Risk Management & Safety, performs work site safety inspections; investigates accidents and personal injuries involving employees on the job; plans and implements safety training to meet the individual needs of departments; reviews existing departmental safety procedures and makes recommendations for appropriate modifications; organizes and coordinates safety committees for departments. Conducts motor vehicle license reviews for employees who drive on County business; assists in the enforcement of County policy regarding rehabilitation and light-duty assignments; performs related duties as assigned. Responds to all MIOSHA and Bureau of Workers' Compensation employee safety issues.

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

# Risk Management & Safety



This department is responsible for evaluating potential liability exposures, County facility emergency evacuations, and safety risks. This department assists other County departments in developing loss control and safety programs and procedures, reviews and approves all county contracts and agreements and obtains the necessary insurance coverage for loss prevention, employee benefits, workers' compensation and monitors the County self-insurance and claims administration budget.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	Senior Secretary, Risk Management & Safety Aide	2
Classifications Directly Supervised by this Classification (if applicable)		

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

While assisting in developing departmental safety protocols, this position needs to balance the requirements of MIOSHA, the department, as well as the needs of employees in a predominantly union environment.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Training - BBP, CPR, AED, Fork Lift	35%	Daily	Yes
2	Responding to Complaints/Concerns Injury, Mold	10%	Daily	Yes
3	Facility Inspections	15%	Daily	Yes
4	Ergonomic Evaluations, Job Safety Analysis, ADA	15%	Daily	Yes
5	Healthstyles Committee	15%	Daily	No
6	Cover Office	10%	weekly	No
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Bloodborn Pathogen Training - 750 Employees Annually  
CPR, AED & First Aid - 300 Employees Annually  
Ergonomic Evaluations - 250 Employees in 3 years

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

All decisions necessary to address immediate safety threats.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
The County would be non-compliant with MIOSHA,	
Bureau of Workers' Compensation and Federal	
mandates.	

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
MCCSA - Director	Concerns or complaints - training	monthly
MTB - Cynthia Davis	Safety committee, ergo eval, inspections	monthly
Senior Citizen Services	Training, Ergo Eval concerns & questions	monthly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

\*See Essential Function Attachment

### **Safety Specialist - Essential Functions**

- Performing and coordinating the abatement of insurance loss control facility inspections including fire suppression equipment, security protocols, electrical and environmental hazards at our buildings and grounds with our Facilities & Operations Department.
- Coordinating activities for the employees in Risk Management. Issue and assist with prioritizing work assignments and supervising employee's performance.
- In Risk Managers absence, is responsible for responding to any emergency and non-emergency issues both during work hours and after work hours.
- Investigating trends in employee injuries. Evaluate situations to determine if action is needed with Department Heads and Human Resources Coordinators.
- Assist with MIOSHA investigations, follow-up by notifying Department Heads of MIOSHA directives and coordinating Departments response to MIOSHA.
- Reviewing Department behavior relative to accidents, near misses and employee conduct involving sexual harassment with hostile work environment issues.
- Reviewing and implements necessary department procedures involving collection of money and the safe keeping of said funds.
- Coordinating indoor air quality issues (i.e. Asbestos abatement, mold remediation etc.) between environmental contractors and Facilities and Operations Director. Analyze results and report to Board Chair, union representatives and necessary personnel.
- Performing job safety analysis and ergonomic evaluations at department, Human Resources, Worker's Compensation or physician's request. Coordinates needed equipment, procedural and/or behavioral changes between Purchasing, Human Resources and involved Department.
- Developed and maintain CPR and AED programs at needed facilities. Also conduct training for these programs to employees consistent with County's written protocol.
- Currently developing a First Aid program to educate employees on how to properly administer techniques.
- Performs work site safety inspections to determine the existence of any potential safety hazards, and makes recommendations for their correction.

- Investigates accidents and personal injuries involving employees on the job, interviewing employees and witnesses and reviewing related reports.
- Identifies and appraises conditions which could result in accidents, illnesses and financial loss and makes recommendations regarding accident prevention and loss control systems for incorporation into departmental operation policies and procedures to reduce potential for future accidents and losses.
- Conducts "Employee Right-to-Know" and safety training for supervisors and other employees to ensure awareness of proper procedures for handling chemicals and operating equipment on the job.
- Plans and implements specialized training to meet individual needs of departments and to prevent occupational injuries.
- Reviews department operating procedures which involve employee safety and makes recommendations for modifications to ensure compliance with established safety procedures and federal and state regulations.
- Organizes and coordinates safety committees for departments. Keeps management aware of federal and state health and safety responsibilities.
- Coordinates material safety data sheets and other records related to the "Employee Right-to-Know" programs and assists in required labeling of materials.
- Assists in the preparation of the Macomb County Safety Manual by gathering data, organizing materials, and writing copy. Keeps information current by making recommendations for revisions as warranted.
- Conducts motor vehicle license review for employees who drive County vehicles or personal vehicles on County business. Reviews employees' accident and violation records and compares against objective standard.
- Assists in the enforcement of County policy regarding rehabilitation and light-duty assignments for employees unable to perform full duties of their classifications. Coordinates with the Human Resources Department to determine appropriate placements.
- Operates an automobile while performing assigned duties.

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The individual in this position performs essential program support services for Macomb County residents, businesses and Division staff. The individual filling this position assists the Division in meeting regulatory requirements and service expectations of the general public and local businesses.